



# Bromyard & Winslow Town Council

## Planning & Economic Development Committee Terms of Reference

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The Planning and Economic Development Committee is appointed by and solely responsible to Bromyard & Winslow Town Council. The Committee is a Standing Committee with delegated powers, as detailed below.

The Committee's constitution, duties and responsibilities as set out in these terms of reference, are defined, and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

### CONSTITUTION

Membership:	5 Members of the Council
Chairman:	To be elected by the Committee at the Annual Meeting of The Council
Vice-Chairman:	To be elected by the committee annually at the annual meeting of Council
Quorum:	A minimum of 3 Councillors
Meeting frequency:	Monthly

### RESPONSIBILITIES

The committee has delegated authority from the Council to fulfil the following responsibilities, in line with Standing Orders.

1. Consider all planning applications relevant to Bromyard & Winslow and give its views to the Local Planning Authority within the timescale allowed for comment.
2. Will receive reports on planning application decisions and appeal decisions relevant to Bromyard & Winslow.
3. May nominate the Chairman, or any other Member, to represent the Council at any hearing on a planning application relevant to Bromyard & Winslow at a meeting of the Local Planning Authority's planning committee, or at any appeal hearing or public enquiry relevant to Bromyard & Winslow.
4. Will ensure that all parties to a planning application are given a fair hearing at any Planning Committee meeting, the time allowed for representations to be

at the discretion of the Chairman. Participants will be advised of their rights regarding making representations to the Local Planning Authority.

5. May request that Ward Councillors seek the re-direction of a particular planning application to the Local Planning Authority's planning committee.
6. Shall ensure that major applications are notified to all Members of Council who may attend and speak at the relevant meeting of the Committee. The time allowed for speaking to be at the discretion of the Chairman.
7. Shall consider any planning matters relevant to Bromyard & Winslow whether the subject of a planning application.
8. Shall engage proactively with potential developers prior to application stage to help shape applications to the benefit of Bromyard & Winslow
9. Will be advised of relevant correspondence by either the Chairman or Clerk to the Committee.
10. Shall encourage and promote economic development within Bromyard & Winslow and consider allocating monies for this purpose.

THE CLERK: -

Following consultation with the Chairman and Vice Chair of the Planning & Economic Development Committee, the Clerk shall have delegated authority to make comment to Herefordshire Council on those less significant planning applications which are received at times when calling a meeting of the Planning and Economic Development Committee would be problematic.